

<b>CLEARANCE OF PROPOSED ISSUANCE</b>			CLASSIFICATION THIS SHEET ONLY			CLASSIFICATION OF ATTACHED			ORIGINATING OFFICE		
			DATE SUBMITTED:			DATE RECEIVED:			DATE REQUIRED:		
	INITIAL	DATE		INITIAL	DATE	<b>DIRECTIVE NUMBER AND SUBJECT</b>					
DIRECTIVES			EEO								
SSIC			PA/FOIA								
REPORTS			ORGANIZATION								
LOCAL FORMS											
DD FORMS											
DISPOSAL											
<b>REFERENCES</b> (a) SECNAVINST 5210.11D (b) SECNAVINST 5215.1C (c) SECNAVINST 5216.5D (d) SECNAVINST 5214.2B (e) SECNAVINST 5213.10D											
<b>ITEMS MARKED BELOW INDICATE ERRORS IN THE PROPOSED ADMINISTRATIVE ISSUANCE</b>											
1. Standard Subject Identification Code (SSIC) incorrect or unsuitable. Suggest using <i>(Ref (a))</i>			16. Route to CNO mailroom to ensure currency of distribution list.			31. All notices must have cancellation dates which cannot exceed one year. <i>(Ref (b), page 9)</i>					
2. Include originating code in upper right-hand corner of page 1, basic instruction. <i>(Ref (b), page 10)</i>			17. Excessive or imprecise distribution. Distribution is based on "need to act" (action). "Copy to" is based on "need to hold" (for reference/information purposes). <i>(Ref (b), pages 14, 15, 16)</i>			32. Serialize OPNAV notices and classified directives. <i>(Ref (b), page 10)</i>					
3. Add "FROM" line Add "TO" line. Delete "TO" line. <i>(Ref (b), page 12)</i>			18. Include stocking information. <i>(Ref (b), page 18)</i>			33. Complete OPNAV 5214/10 (attached) for each reporting requirement. <i>(Ref (d), encl (1))</i>					
4. When referencing DOD issuances, include the date.			19. Label enclosures. <i>(Ref (b), page 16)</i>			34. Include FLTCINC comments when tasking the fleet to respond to the reporting requirement. <i>(Ref (d), encl (1))</i>					
5. Use latest suffix letter when citing instructions. Do not use "series." <i>(Ref (b), page 13)</i>			20. All references and enclosures must be cited in the basic instruction. <i>(Ref (c), page 1-5)</i>			35. Three year cancellation date has not been included in the reports paragraph. <i>(Ref (d), encl (1))</i>					
6. If reference(s) or any cited issuance(s) have not been distributed to all addressees of the proposed issuance, add the abbreviation "NOTAL" enclosed in parens at the end of the reference line. <i>(Ref (b), page 12)</i>			21. Use sex-neutral language. <i>(Ref (c), page 9-2)</i> Use clear language. <i>(Ref (c), Chapter 1)</i>			36. Insufficient time to prepare report.					
7. Type subject line in all "CAPITAL" letters.			22. Make the basic directive one or two pages summarizing the policy, procedure or system which it addresses. All amplifying material must follow in one or more enclosures.			37. RCS assigned.					
8. Title and underline major paragraphs. <i>(Ref (b), page 14)</i> . Paragraph format is incorrect <i>(Ref (c), page 2-14)</i> . Incorrect citation of paragraphs. <i>(Ref (c), page 2-14)</i>			23. Classified directives must be reviewed by.			38. Title last paragraph of the basic instruction "Report(s)," "Form(s)," or "Report(s) and Form(s)."					
9. Remove punctuation after headings when not followed by text.			24. Requires MARCORPS clearance. Forward to ARDE. <i>(Ref (b), page 16)</i>			a. For each report include the report control symbol, report title, location of the report in the directive, and the expiration of the report or the exemption authority.					
10. Type identification data on left side of even numbered pages--right side of odd numbered pages. <i>(Ref (b), page 20)</i>			25. Send references, enclosures, and superseded issuance(s) with the proposed issuance. <i>(Ref (b))</i>			b. For each form include the form number, title, stock number (if applicable) and stocking information. <i>(Ref (b), page 14)</i>					
11. Allow extra line space after top headers to allow for date stamping.			26. All changes must now be incorporated in page changes. If changed page has a face or reverse, use printed pages from the basic directive for the reprinted pages of the change transmittal. <i>(Ref (b), page 10)</i>			39. All forms must have a form number. Complete one copy of OPNAV 5213/19 (attached) for each form. <i>(Ref (e), page 6)</i>					
12. Make purpose paragraph a synopsis of the instruction's contents. <i>(Ref (b), page 15)</i>			27. Changes too extensive. Issue a revision.			40. Filled-in samples of forms must have the word "sample" overlayed or printed on them. <i>(Ref (b), page 14)</i>					
13. Distribution on unclassified change transmittals should read "Same as basic" <i>(Ref (b), page 18)</i>			28. Pen changes not allowed. Page replacements required. <i>(Ref (b), page 2)</i>			41. The statement "to be reproduced locally" cannot be used for forms stocking. Contact OPNAV Forms Manager for correct stocking information.					
14. Distribution format incorrect/missing. <i>(Ref (b), page 17)</i>			29. Printers require full one-inch margin.			42. See additional comments on page 2.					
15. Misspellings/typographical errors exist, please reproof.			30. Use marginal notations to indicate where substantive changes have been made. <i>(Ref (b), page 15)</i>								
<b>THIS ISSUANCE IS</b>						<b>COMMENTS</b>					
APPROVED											
APPROVED SUBJECT TO MARK-UP / COMMENTS											
DISAPPROVED <i>(When corrections are made, return for approval.)</i>											
A MARKED UP COPY IS ATTACHED											
<b>SIGNATURE AND TITLE</b>						<b>DATE</b>					
<b>Printing Reminders</b> Prior to returning this instruction to SECNAV/OPNAV Directives for printing do the following: 1. Date stamp all pages directly under instruction or notice number. 2. On all classified instructions use classification tape at the center top and bottom of each page.											